

POLICE OFFICER

1 Full-time, non-exempt position.

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ College Transcripts, if applicable
- ☐ Documentation of MCOLES or FLETC certification
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hope E. Laramore, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: hope@kbic-nsn.gov

Distribution Date: November 6, 2014

Closing Date: November 21, 2014 at 4:00 pm

POSITION ANNOUNCEMENT

POSITION:

POLICE OFFICER

One (1) full-time, non-exempt position

LOCATION:

Keweenaw Bay Tribal Police HQ
15817 US Hwy 41
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Shift Sergeant

SALARY:

Non-Certified - Grade 7 (minimum starting wage = \$14.47/hour)
Certified - Grade 8 (minimum starting pay = \$15.21/hour)

MINIMUM QUALIFICATIONS:

Applicants currently certified, or certifiable, through the Michigan Commission on Law Enforcement Standards (MCOLES) or the Federal Law Enforcement Training Center (FLETC) are desired. Applicants who do not have either of these certifications must meet the following Minimum Employment Standards:

- Not less than 21 years of age.
- United States Citizen.
- Possess a High School diploma or GED.
- Possess Good Moral Character as determined by a comprehensive background investigation. Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Possess a valid Michigan Drivers license.
- Free from any physical defects, chronic diseases, organic diseases, organic or functional conditions which may tend to impair the efficient performance of a law officer's duties or which might endanger the lives of others or the law officer.
- Meet MCOLES Hearing Standards.
- Height/Weight proportional as indicated by accepted medical standards.
- Free from Mental/Emotional Disorders.
- Free from any impediment of senses, physically sound and in possession of extremities.
- Possess normal color vision, normal visual functions in each eye, and corrected 20/20 vision in each eye.
- Pass an appropriate reading/writing and physical skills test.
- Successfully complete a mandatory basic police training academy.
- Pass a medical examination to determine that applicant meets all medical standards.
- Pass a fingerprint check.
- Pass an oral interview.
- Pass a drug screening.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

Enforce all Tribal, State and Federal laws as they relate to the L'Anse Federal Indian Reservation.

Provide preventative patrol and peace-keeping functions.

Participate in all aspects of Community Policing.

Serve all warrants and other court documents.

Obey all orders of the Tribal Court and Tribal Police Department Supervisors.

Maintain cooperative relations with other law enforcement agencies, enforce traffic laws, assist the general public, make arrests as necessary for violations without undue delay.

Investigate and take action to resolve incidents found on patrol such as MIP, disorderly conduct, prowling, unsecured buildings, etc., prepare case reports, appear in Tribal, State and Federal Courts.

Investigate traffic accidents, cooperate with health authorities, and cooperate with school authorities.

Transport and maintain custody of prisoners.

Act as Court Bailiff and maintain security of the Tribal Court when requested.

Enforce Tribal fish & game laws when required.

Prepare daily activities reports and other reports as required by departmental policy.

Comply at all times with the Law Enforcement Code of Ethics.

Follow and comply with all policies and procedures as directed by the departments Operations Manual.

Perform all other assignments as directed by supervisors.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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